



STEP 3: Entering DMR data into NetDMR

1. Open your internet browser and go to <https://cdx.epa.gov/cdx/login>.
2. Login and click on your **role link** listed next to NDMR-LA: NetDMR: Louisiana DEQ on the MYCDX screen.
3. Click **Continue to NetDMR**.
4. On the NetDMR home screen, choose the radio button for the **Permit ID** and select your permit number from the drop down beside it. Alternatively, if you prefer, you can choose the radio button next to Facility instead, and select the Facility name from the dropdown beside it.
5. Choose one of the following date fields:
 - a. **Monitoring Period End Date (MPED) Range:** Scroll down and select the radio button beside Monitoring Period End Date (MPED) Range. Enter the monitoring period end date range of the DMR you're looking for in the start and end date range boxes. The dates MUST be in MM/DD/YYYY format. Example: If you're looking for Monthly DMRs for the second quarter of 2023, you would enter 04/30/2023 into the first box, and 06/30/2023 in the second.
 - b. **DMR Due Date:** Scroll down and select the radio button beside DMR Due Date. Enter the Month and the Year from the appropriate drop downs. Example: If you are looking for second quarter DMRs, choose July 2023 as the second quarter DMRs are due on either July 15th, or July 28th.
6. Scroll down to the bottom of the search box and click **Search**. The Search results on the following page will list all available DMRs for the date specified.
7. Locate the DMR for which you would like to enter data. To ensure that you are selecting the right DMR, verify the Permit ID, Discharge #, and Monitoring Period End Date. Select **Edit DMR** on the drop down box to the far left-hand side, and then click **Go**.
8. **Skip to step 9 if you have no lab data to enter.** If your facility tested, and you have lab results, use your "Results" page from your lab report, and enter your DMR data into the electronic DMR by finding the corresponding parameter(s) on the electronic report and entering in the lab report value for that same parameter into the electronic space provided on the DMR. Proceed to step 10.
9. **Skip this step if you entered data using step 8 above.** If your facility did not test, or does not have lab results, use the **Form NODI** box, located in the top, left-hand corner of the DMR, just above the parameters. NODI codes can be found by clicking the NODI list button. If you aren't sure on how to report something, email us at deqnetdmr@la.gov. Select the appropriate NODI code letter or number from the drop down. (If you have trouble finding the Form NODI box, use the Collapse Header button at the top of the DMR to eliminate un-necessary fields). The most commonly used codes are below:

- a. **No Discharge** - If your plant had no flow or no discharge during the reporting period, click on the **Form NODI** dropdown box in the top left-hand corner of the DMR and choose **NODI C**.
 - b. **Operation Shutdown** - If your plant has been temporarily or permanently shut down, and there is no activity on site, click on the **Form NODI** dropdown box in the top left-hand corner of the DMR, and choose **NODI 2**.
 - c. **Failure to Sample** – If you failed to sample, click on the **Form NODI** dropdown box in the top left-hand corner of the DMR, and choose **NODI E**. Please go down to the **comments** section of the DMR, and provide a comment as to why sampling was not completed.
10. Click **Save & Continue**.
11. Check the **Status** in bold in the top portion of the DMR. Proceed as follows:
- a. **NetDMR Validated** - If your status is NetDMR validated, you may proceed to step 12.
 - b. **NetDMR Validation Errors** - If the status says NetDMR Validation Errors, scroll down to the bottom of the page, just above the comments section, to determine what the errors are. You must correct hard errors (ex. Both the NODI code and the data field are entered for the same parameter) as outlined in the Edit Check Errors table. The DMR cannot be submitted until all are corrected. You may acknowledge soft errors (ex. permit exceedances) by clicking the corresponding check boxes, and then click **Save & Continue** again. Re-read the status. **A DMR cannot be submitted until the status reads NetDMR Validated.**
12. **Optional step:** If you would like to include an attachment with your DMR, click **Add Attachment**. LDEQ requires attachments to come in PDF format, and with simplified names. Do not use special characters or long names for your attachments or they may be kicked out. Click **Save & Continue** again.
13. When you have finished entering your DMR data, review the following:
- a. Verify the data entered and check for typographical errors.
 - b. Include DMR comments and/or attachments.
 - c. If you have made *any* changes, click Save & Continue.
 - d. Verify that the DMR Status is NetDMR Validated.
14. Contact the **Signatory** for the permit and let them know the DMR is ready to be signed and submitted.

Questions? Email us at deqnetdmr@la.gov